



## MEETING MINUTES

<b>Meeting Name:</b>	150 <sup>th</sup> Relay Committee / <b>McNab/Braeside Relay 150</b>	
<b>Meeting Location:</b>	Council Chambers	
<b>Date / Time:</b>	April 24, 2017	7:30 p.m.
<b>Minutes Prepared By:</b>	Councillor Heather Lang, Chair	

### 1. Purpose

To plan 150<sup>th</sup> relay

### 2. Attendance

Name	Present	Name	Present
Councillor Heather Lang	Y	Georgia Quinn	Y
John Brady	Y	Roger Robertson	Y
Andy Kalnins	Y		
Jason Marshall	regrets	Karla Blemkie, Recreation Dept	Y
Nicci Murray	regrets		

### 3. Agenda

No.	Subject	Responsible
<p>Note: Prior to the meeting, the committee and Mayor Tom Peckett met with members of the local media (Metroland and My-FM) to officially announce relay plans and start to promote the relay. Purpose of this announcement was also to start to drum up interest and involvement by residents.</p> <p style="text-align: center;">Media Announcement and Q&amp;A session: 6:45-7:30 p.m.</p>		
1	Call to order/Welcome/Attendance	HL
2	Adoption of Agenda	HL
3	Approval of previous minutes	All
4	Discussion of media announcement and Guinness application	All
5	Information on meetings with Burnstown Women's Institute and MacLaren's	Heather Lang
6	Relay update (sections 4a and b), plus discussion around timing, etc.	All
7	Head scarfs, baton, time capsule	All
8	OPP, County, paramedics	All
9	Communications going forward and next steps	All
10	Adjournment	All

4. Action Items:				
No	Actions, Decisions and Important Issues	Responsible	Status	Closure Date
1	The meeting was called to order at 7:30 p.m. by Chair Heather Lang. Attendance was taken by Chair Lang.	HL	Open	
2	Chair Lang welcomed everyone to the meeting of the 150th Relay Committee. Karla Blemkie was introduced to committee members.  Agenda reviewed.  <b>Moved by Georgia Quinn, seconded by Andy Kalnins. CARRIED.</b>	HL	Open	
3	Minutes for meeting of April 3.  <b>Moved by Andy Kalnins, seconded by John Brady. CARRIED.</b>			
4	<b>Discussion of media announcement and Guinness application:</b>  Committee members were pleased with the initial media announcement. The main purpose of the media announcement was to drum up interest in and involvement by residents. Subsequent media announcements will build on the relay: e.g., when baton is finished by Dub Jub; unveil further details as they become known.  Although we have not yet heard from the Guinness organization, the committee, based on an initial comment from John Brady, agreed to market the relay in part that 'we are going for the Guinness'. Capturing different modes of transportation; the drone video, etc., will be key when we submit details for a possible record.  <b>John Brady will develop a list of all the 'data' that is needed for the Guinness record application.</b>	ALL	Open	
5	Meetings with Burnstown Women's Institute and the Maclaren's:  Chair Lang informed the committee that she met briefly with the Burnstown Women's Institute to talk about the relay and ask for their involvement (providing items for the time capsule primarily).  Chair Lang, Geoff Patterson and the Maclaren's met to discuss plans for the finale at Waba Cottage Museum. There will be entertainment, children's activities (to keep them occupied), a descendant of the McNab clan will meet the baton carriers (White Lake Women's Institute wants to set up a 'brigade' at the boat launch and be piped to the stage, to hand over the baton to the mayor.  The committee discussed the food and other logistics and felt that perhaps a club or group should be approached to handle the food entirely.  <b>Chair Lang said she would meet with the Maclaren's. She will also be sending an email through the Township to the MPP, MP, and County Warden to invite them to attend and say a few words.</b>  John Brady suggested that a list be compiled of all the logistical needs/wants for both the finale and other parts of the relay.  <b>Heather Lang to create a spreadsheet and relay committee members are to email her with items to begin to populate list.</b>	ALL	Open	

6	<p><b>Relay (Sections 4a and 4b), plus timing:</b></p> <p>Nicci Murray had submitted information on her section of the relay (information was handed out). Plans are to have the Special Olympics team start a baseball game with firefighters prior to the baton appearing on the grounds. The game will be interrupted for the passing of the baton.</p> <p>Georgia Quinn followed with her section. Comment was made that the new owner of the ice cream store should be approached and asked if relay participants could congregate there for the final passing of the baton before it heads off toward the village of White Lake.</p> <p>Andy Kalnins and Roger Robertson will work on section 2 over the weekend.</p> <p><b>John Brady will put together a 'control plan matrix' (modes of transportation plus timing) for an upcoming meeting once all the sections are in place.</b></p>	ALL	Open
7	<p><b>Head scarfs, baton, time capsule, GPS:</b></p> <p><u>GPS:</u> Andy Kalnins talked about a GPS option that could be purchased at Mountain Equipment Coop. Discussion took place on whether the GPS should be strapped to the baton. The committee agreed that we either have a designated GPS carrier or use a GPS prior to relay day to capture the route.</p> <p><u>Head Scarves:</u> Chair Lang indicated that Vicki Murdoch said she would sew the head scarves, which will be used to identify relay participants and serve as a memento of the day. After some discussion on cost of material for a plain or sesquicentennial pattern, the committee agreed to pay the extra cost to buy material with a Canada pattern.</p> <p><b>Andy Kalnins to buy 15 yards (cost will be about \$300), and this should provide 270 head scarves at 18-inch length.</b></p> <p><b>Chair Lang will communicate with Vicki Murdoch.</b></p> <p><u>Baton:</u> <b>It was suggested that Chair Lang meet with Dub Juby and give him a deadline of June 1 for completing the baton.</b></p> <p><u>Time Capsule:</u> Andy Kalnins mentioned he has a container that may be suitable. <b>He will bring it to the next meeting.</b></p>	ALL	Open
8	<p><b>OPP, County, Paramedics:</b></p> <p>Chair Lang mentioned that she has sent an initial email about the relay to the OPP and Renfrew County's Director of Public Works (latter was an instruction that came to Mayor Peckett from the County). An email with details was also sent to the Director of Economic Development for the County.</p> <p>Andy Kalnins had sent an email to the County's chief paramedic officer, Mike Nolan, but has yet to receive a response. <b>Chair Lang to send an email to Mr. Nolan to ascertain what is needed for the relay (how should we manage the relay from a paramedic point of view; how and where should the paramedics be engaged).</b></p> <p>Georgia Quinn mentioned that the Town of Renfrew is asking neighbouring municipalities to provide details on their 150 celebrations. Chair Lang said the County is also asking for this type of information. <b>Chair Lang to provide details to Renfrew and the County.</b></p>	ALL	Open

9	<p><b>Other (communications, etc.):</b></p> <p>The committee discussed the communications plan briefly. John Brady asked about the Silver Chain friendly competition (based on a participation theme) concept that used to be held between Lanark and Renfrew County. Chair Lang said she was unaware of this competition. John Brady will do some research.</p> <p>As the relay details are ironed out, opportunities will be made to issue further press releases, etc. The initial poster and sign-up sheet that was created by Chair Lang will be used to attract participants and create initial interest. <b>Committee members to distribute.</b></p> <p><b>The Township website and Facebook pages will be used to promote the event, along with notices in the Township Times section of the paper. A suggestion was made to also mail out details through the Township, if this is possible. Chair Lang will pursue.</b></p> <p><b>Karla Blemkie will help populate the Facebook page. It was suggested that Twitter be used to promote the Guinness angle and engage residents. Suggestions for a handle included #GoForGuinness.</b></p> <p><b>Tracking participants: Karla Blemkie will create a master sheet and populate it with participants' names, etc.</b></p>	ALL	Open	
10	<p>The meeting adjourned at 8:40 p.m.</p> <p><b>Moved by Roger Robertson, seconded by Georgia Quinn. CARRIED.</b></p> <p>Next meetings (7 p.m., Council chambers):  May 1  May 16  May 29</p>	HL	Closed	04/24/ 2017